

**Prepared by: Benefits and Entitlements Branch
Updated May 2006**

**For Additional Information: (703) 696-6301 or DSN 426-6301
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How To Request Benefits & Entitlements Training

A Guide for Human Resources Specialists

**Defense Civilian Personnel Management Service
Field Advisory Services Division
1400 Key Boulevard, Suite B-200
Arlington, VA 22209-5144**

How To Request Benefits & Entitlements Training

The Benefits and Entitlements Branch of Field Advisory Services (FAS) provides training on the full range of Federal retirement and insurance programs. Currently, we offer the following courses to human resources specialists within the Department of Defense (DoD):

Retirement Systems and Benefits Programs (RSBP)

This course is ideal for new human resources specialists or anyone having responsibility for counseling new, current, and separating employees or processing benefits claims. In addition, this training can provide a beneficial update or review for specialists who have previously attended this course, or a similar offering. This is a fast-paced course conducted over a period of 4 days. Each course participant receives a comprehensive desk reference, tabbed with over 25 different subject areas. (Course description on page 7)

Advanced Benefits Workshop (ABW)

This workshop is for experienced human resources specialists, retirement counselors, and personnelists who have advanced beyond the trainee level in benefits administration or who have attended the Retirement Systems and Benefits Programs course, or a similar offering. The course has extensive exercises and case studies in specific applications. Each participant receives a desk reference guide. The full course is conducted over a period of 4-1/2 days. However, activities hosting training on-site may select specific modules to fit the needs of your agency. In this case, the number of training days would be less than 4-1/2 days. (Course description on page 8)

Benefits for Staffers Course (BFSC)

This course provides information on the Federal benefit and retirement programs to staffing specialists. Provides the students with hands-on experience in working benefits and retirement issues as they apply to providing staffing support. This course is conducted over a period of 3-1/2 days. (Course description on page 9)

Retirement Coverage Determinations & Federal Erroneous Retirement Coverage Corrections Act (FERCCA)

This course will assist human resources specialists in gaining an understanding of the retirement systems, how to determine the correct retirement coverage, and how to apply the FERCCA rules when a coverage error is discovered. This training is limited to 25 participants and is a 3 day course. (Course description on page 6)

You may enroll in courses offered at our facility in Arlington, Virginia, or we can deliver expert training directly at your location. To request a course at your site send an email to fas_benefits_trng@cpms.osd.mil. Include in the email the name of the course, dates you

would like to have the training and the name and telephone number of the point of contact. Upon receipt of your email request, our Training Coordinator will contact you.

Tuition is free for customers within the DoD human resources community. However, if you request training at your location (outside the Washington D.C. area), we need your funding support to cover travel, per diem, and rental car expenses for two FAS trainers. Funds are normally transferred to us well in advance of the course presentation dates through a military interdepartmental purchase payment request (MIPR).

Reimbursement of parking fees for two FAS trainers providing training on-site in the local Washington, D.C. area may be requested.

If attending training at our CPMS office complex in Arlington, Virginia, the cost is limited to the travel and per diem for your human resources specialist attending the course. Hotel accommodations are within a short distance of our CPMS office complex, therefore, rental car authorization is not a necessity. Travel to and from Reagan National Airport, if applicable, is very reasonable and convenient when using the Metro subway system.

The Benefits and Entitlements Branch is ready to assist you in meeting your training needs and to fulfill your expectations.

Benefits and Entitlements Courses Offered for FY06

The following courses will be offered at CPMS in Arlington, Virginia. There are no course fees, however, the participant's organization is responsible for funding travel and per diem costs.

Advanced Benefits Workshop (ABW)

This 4-1/2 day course provides an advanced workshop in the following modules: Benefits and Life Events, Annuity Computations, Firefighter/Law Enforcement Officer/Air Traffic Controller Retirement, Reemployed Annuitants, and Non-appropriated Fund Service. This course may be designed for on-site presentation using all or selected modules. Register on-line at: http://www.cpms.osd.mil/fas/benefits/pdf/fas_course_reg.html

Available course dates: Aug 14 – 18, 2006

Benefits for Staffers Course

This 3-1/2 days course provides information on the Federal benefit and retirement programs essential to staffing specialists. Provides students with hands-on experience in working benefits and retirement issues as they apply to providing staffing support. Register on-line at: http://www.cpms.osd.mil/fas/benefits/pdf/fas_course_reg.html

Available course dates : Jun 20 - 23, 2006

Retirement Coverage Determinations & Federal Erroneous Retirement Coverage Corrections Act (FERCCA)

This 3 day course is designed to help human resources specialists gain an understanding of retirement coverage determinations. The course covers the history of the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), the 5-Year test, and significant court cases affecting the interpretation of the law concerning retirement coverage. The course also provides detailed instruction on the Social Security Amendments of 1983, auditing for coverage errors, and corrections of those errors under FERCCA regulations. Register on-line at: http://www.cpms.osd.mil/fas/benefits/pdf/fas_course_reg.html

Available course dates : Sep 19 - 21, 2006

Retirement Systems and Benefits Programs (RSBP)

This 4 day course provides a basic overview of the Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), Thrift Savings Plan (TSP), Federal Employees' Retirement System (FERS), Civil Service Retirement System (CSRS), and a comprehensive study of retirement coverage determinations. Register on-line at: http://www.cpms.osd.mil/fas/benefits/pdf/fas_course_reg.html.

Available course dates: Jul 11 - 14, 2006

Civilian Personnel Management Service

Field Advisory Services (FAS)

Benefits & Entitlements Branch

**Advanced Benefits
Workshop for Human
Resources Specialists**

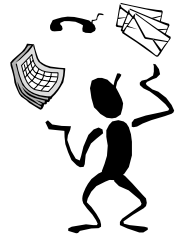
Designed to improve and sharpen skills in benefits administration through hands-on experience, practical application, and case study analysis.

- Correct application of regulatory guidance
- Real life scenarios
- Complex Annuity Calculations

Topics

- Federal Benefits and Life Events – one day
- Annuity Computations – one day
 - High-3 Computations
 - FERS w/CSRS Component
 - Part-time Annuity
- Special Retirements – one day
 - Law Enforcement Officers (LEO)
 - Firefighters (FF)
 - Air Traffic Controllers (ATC)
- Reemployed Annuitants – ½ day
 - Treatment of pay upon reemployment
 - Supplemental/Redetermined Annuities
 - New DoD Policy
- Nonappropriated Fund (NAF) Service – one day
 - Four Public Laws
 - Annuity Computations under P.L. 104-106 and P.L. 107-107

**Advanced
Benefits
Workshop**



Prerequisite

Human resources specialists, retirement counselors and personnelists who have a minimum of one year experience in benefits administration **or** have attended the FAS, Retirement Systems and Benefits Programs Course or a similar course.

Workshop Facilitators

Facilitators are experienced benefits & entitlements advisors who have an extensive background in benefits administration.

We Provide

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Follow-up contacts

Cost

Travel, per diem, and rental car expenses for two B&E Advisors.

Full Course Length – 4½ Days

Specific modules may be selected

For More Information

Contact Benefits & Entitlements

benefits@cpms.osd.mil

Phone: DSN: 426-6301
COMM: 703-696-6301
Fax: DSN: 426-4705
COMM: 703-696-4705

CPMS - FAS - B&E
1400 Key Blvd, Suite B200
Rosslyn, Virginia 22209-5144

Civilian Personnel Management Service
Field Advisory Services - FAS
Benefits & Entitlements Branch

**Retirement Coverage
Determinations & FERCCA
for DoD
Human Resources Specialists**

*Designed to help human resources specialists
gain an understanding of retirement coverage
determinations:*

- History of CSRS & FERS
- Social Security Coverage
- The 5-Year Test
- Auditing Retirement Coverage
- Correcting Coverage Errors
- Federal Erroneous Retirement Coverage
Corrections Act (FERCCA)

Topics

Reference Materials
Social Security Coverage Determinations
The "5-Year" Test
Conner vs. OPM
FERCCA Eligibility Determinations
Impact of Coverage Errors on Employees
(Annuities, TSP, Social Security)
FERCCA Actuarial Reductions
Types of Retirement Coverage Errors
Correction Procedures under FERCCA
Counseling Employees with Coverage Errors

❖ *Class size: minimum 10 – maximum 25*



Objective:

Human resources specialists will have an increased understanding of making retirement coverage determinations and corrections under FERCCA.

Course Facilitators:

Facilitators are experienced Benefits and Entitlements (B&E) Advisors who have extensive backgrounds in retirement coverage determinations.

We Provide:

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Networking opportunities

Cost: Travel, per diem, and rental car expenses for two B&E Advisors.

Course Length: 3 Days

For More Information:

Email us at: [Benefits Training](#)

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**Retirement Systems and
Benefits Programs (RSBP)
for DoD Human
Resources Specialists**

Designed to help new staff members and those making the transition from specialists to generalists gain an understanding of:

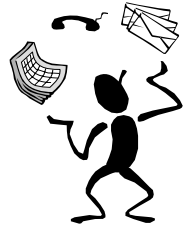
- CSRS and FERS
- Retirement Coverage
- Retirement counseling process

Topics

Reference Materials
Creditable Service
Deposits & Redeposits
Service Computation Dates
Retirement Coverage Determination
Survivor Elections
Annuity Computations
Federal Employees Health Benefits (FEHB)
Federal Employees' Group Life Insurance (FEGLI)
Thrift Savings Plan (TSP)
Counseling Prospective Retirees
Complete Annuity Process

❖ *Class size: minimum 10 – maximum 30*

**Retirement
Systems &
Benefits
Programs**



Objective:

Human resources specialists will have an increased understanding of the Federal retirement systems, insurance programs, and procedures.

Course Facilitators:

Facilitators are experienced Benefits and Entitlements (B&E) Advisors who have extensive backgrounds in retirement counseling and will provide the program on-site.

We Provide:

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Networking opportunities

Cost: Travel, per diem, and rental car expenses for two B&E Advisors.

Course Length: 4 Days

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**Field Advisory Services - FAS
Benefits & Entitlements Branch**

**Benefits for
Staffers Course**

This course provides information on the Federal benefits and retirement programs essential to staffing specialists. Provides the students with hands-on experience in working benefits and retirement issues as they apply to providing staffing support.

Topics

Retirement

- Federal Retirement Programs Overview
- Retirement Coverage Determination

Creditable Service

Service Computation Dates

Reemployment of Annuitants

Non-appropriated Fund Portability Rules

Federal Employees Insurance Programs

- Federal Employees Health Benefits
- Federal Employees' Group Life Insurance
- Long Term Care Insurance
- Flexible Spending Accounts
- Thrift Savings Plan

❖ *Class size: minimum 10 – maximum 30*

***Benefits
for
Staffers Course***



Workshop Facilitators:

Facilitators are experienced Benefits and Entitlements (B&E) Advisors who have an extensive background in benefits administration.

We Provide:

- Topical briefings
- Case study reviews & exercises
- Desk reference guide
- Informational handouts
- Follow-up contacts

Cost: Travel, per diem, and rental car expenses for two B&E Advisors.

Course Length: 3-1/2 Days

For More Information:

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